



**NOAA FISHERIES SERVICE**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

# Catch Share Online System Troubleshooting Guide

**June 2016**

[portal.southeast.fisheries.noaa.gov/cs](http://portal.southeast.fisheries.noaa.gov/cs)

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Disclaimer: Screen shots contained in this document are subject to change. Revisions to this document will be periodically posted on the Southeast Regional Office IFQ website.

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## Gulf of Mexico IFQ Program Introduction

Welcome to the Red Snapper and Grouper-Tilefish Individual Fishing Quota (IFQ) programs. The IFQ programs are managed and accessed through an online accounting system, where all transactions are completed through our website. If this is your first time using the SERO Catch Share system, this document will guide you through the different functions of the website. If you have any questions, please feel free to e-mail [nmfs.ser.catchshare@noaa.gov](mailto:nmfs.ser.catchshare@noaa.gov), or call SERO Catch Share Support at **1-866-425-7627 (Option 2)** Monday through Friday, 8:00 am to 4:30 pm, Eastern Time, excluding Federal holidays.

The online system is dynamic and some changes to the layout may occur over time. We frequently update the supporting documents for the online system and you can access these updated versions from the SERO Catch Share website. We encourage you to provide feedback and suggestions about the online system. Your suggestions are often incorporated into the design to provide a system with functions adapted to your needs.

The red snapper IFQ program was implemented in 2007, and included a provision to allow non-permitted public participation after 5 years of the program's operation. On January 1, 2012, the red snapper IFQ program became open to all U.S. citizens and permanent resident aliens. The Grouper-Tilefish IFQ program was implemented in 2010, and similar to the Red Snapper IFQ program, included a provision to allow non-permitted public participation after 5 years of the program's operation. On January 1, 2015, the Grouper-Tilefish IFQ program became open to all U.S. citizens and permanent resident aliens. This means that any qualifying entity may apply for an IFQ account by completing an IFQ Online Account Application. With this account, a non-permitted participant may purchase shares and allocation of red snapper, grouper, or tilefish, but may not harvest these species. **An active IFQ account and valid reef fish permit are still required to harvest any IFQ species.** The IFQ program is a commercial harvest limited access program; therefore, the allocation cannot be used toward recreational catch.

## Overview of Account Features

Account Features	Role		
	Shareholder	Dealer	Vessel Accounts
View Shares	X		
Transfer Shares	X		
Receive Shares	X		
View Share History	X		
View Allocation	X		X (for vessel only)
Transfer Allocation	X		
View Allocation History	X		
Allocation Ledger	X		
View Vessels	X		
Create a Vessel Account	X		
Report a Landing Notification	X		
Submit a Landing Location	X	X	X
View Approved Landing Locations	X	X	X
View Landing Notifications	X	X	X (for vessel only)
View Landing Transaction History	X	X	X (for vessel only)
Update Your Account	X	X	X
View Messages	X	X	X
View/Print Dealer Endorsement		X	
Complete a Landing Transaction		X	
Landing Transaction Correction		X	
View Cost Recovery Fees		X	
Pay Cost Recovery Fees		X	

The table above summarizes online account features available to shareholders, dealers, and vessel account holders. The features you will be able to use and see when logging on to the SERO Catch Share system will be different depending on your role.

## Setting Your Screen Resolution

Some users have reported screen scrolling issues using the latest version of the IFQ Online System. The system was designed for screen resolutions of 1024 x 768 or higher. If you experience scrolling issues, try one or more of the following:

1. Verify or change your screen resolution to 1024 x 768 or higher.
  - a. Windows XP: Right click on your desktop, select **Properties**, and then **Screen Resolution**.
  - b. Windows 7: Right click on your desktop, select Screen Resolution.
2. Maximize your browser window.
3. Change your browser to Full Screen mode by clicking the F11 key (click F11 again to return to normal view).
4. Close any unused toolbars in your browser (typical toolbars include Yahoo! Search Bar and Google Search).
5. Hide the bookmarks/links bar – Hide the browser menu bar
6. Open the application in a different browser (e.g., Mozilla Firefox, Google Chrome, Microsoft Internet Explorer, or Apple Safari).

If these steps fail to resolve the issue, please contact SERO Catch Shares Customer Support.

Let's go online, log in, and set up your account. To log in to the program on your computer start your internet browser, then go to the SERO catch shares online website.

# SERO Catch Share System Public Homepage

The screenshot shows the NOAA Fisheries SERO Catch Shares Programs Public Home page. At the top is a navigation bar with links: NOAA Home, Weather, Oceans, Fisheries, Charting, Satellites, Climate, Research, Coasts, Careers, and Privacy. Below this is the NOAA Fisheries logo and the text 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. To the right of the logo is the title 'SERO Catch Shares Programs' and a status indicator 'OPERATIONAL v5.0.3'. A horizontal menu bar contains links: Home, View Dealers, View IFQ Landing Locations, Additional Information, and Forgot PIN. A 'Log In' button is located on the right side of the page. The main content area is titled 'Welcome to the Southeast Regional Office (SERO) Catch Share Programs - Public Home'. It contains a paragraph describing the programs: Commercial Red Snapper and Grouper-Tilefish Individual Fishing Quota (IFQ), the Headboat Collaborative pilot (HBC), and the Bluefin Tuna (BFT) Individual Bycatch Quota (IBQ). Below the paragraph is a tabbed interface with tabs for 'Important Messages', 'IFQ Landings', 'HBC Landings', 'BFT Catch', and 'About'. The 'Important Messages' tab is selected, showing a red-bordered box with two messages. The first message states that as of 1/22/2015, the current version of the Catch Shares Online System is 5.0.3. The second message announces the Final Rule for Amendment 7 to the 2006 Consolidated Atlantic Highly Migratory Species Fishery Management Plan, with a link to the rule. At the bottom of the page, there is a footer with OMB Control Nos. and a warning: 'WARNING: Using the browser's refresh or back button will log you out of the application. All unsaved transactions will be lost.'

1

2

4

## Public Homepage features:

1. Menu bar allows you to view approved dealers (View Dealers), landing locations (View Landing Locations), view additional information (Additional Information), and obtain forgotten personal identification numbers (PIN) for logging into the system. The Additional Information tab provides links to important documents, such as Frequently Asked Questions, share/allocation calculator, video tutorials, etc.
2. Log In button
3. Description of the SERO Catch Share program website and the different programs that are hosted through the site.
4. Important Messages to read before logging on.
5. If you select the tab for IFQ Landings, you will see the commercial quotas/allowances by share category, current reported landings, and annual quota remaining and the IFQ customer service phone number and e-mail address.

# Logging In

The screenshot shows the NOAA Fisheries SERO Catch Shares Programs homepage. At the top, there is a navigation bar with links: NOAA Home, Weather, Oceans, Fisheries, Charting, Satellites, Climate, Research, Coasts, Careers, Privacy. Below this is the NOAA Fisheries logo and the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". To the right, it says "SERO Catch Shares Programs" and "OPERATIONAL V4.0.3". A "Log In" button is in the top right corner. The main heading is "Welcome to the Southeast Regional Office (SERO) Catch Share Programs - Public Home". Below this is a paragraph about the Commercial Red Snapper and Grouper-Tilefish Individual Fishing Quota (IFQ) programs and the Headboat Collaborative pilot (HBC) program. There are tabs for "Important Messages", "IFQ Landings", "HBC Landings", and "About". A red banner reads "Important Messages - Please Read Before Logging Into Your Account". Below this are three bullet points: "ALL As of 1/29/2014, the current version of the Catch Shares Online System is 4.0.3. If you do not have this version, please close your web browser and reopen the application.", "IFQ As of 1/29/2014, the current version of the Catch Shares Online System is 4.0.3. If you do not have this version, please close your web browser and reopen the application.", and "IFQ The IFQ support e-mail address is now...". A "Login Form" pop-up box is centered on the page. It has fields for "User ID \*", "PIN \*", and "Role \* Select role". Below these is a scrollable text area with the following text: "This U.S. Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the Government. The data and documents on this system include Federal records". Below the text area is a checkbox labeled "Accept Terms of Use". At the bottom of the form are "Login" and "Cancel" buttons. Five yellow circles with numbers 1 through 5 are overlaid on the form, with arrows pointing to the following elements: 1 points to the User ID field, 2 points to the PIN field, 3 points to the Role dropdown menu, 4 points to the "Accept Terms of Use" checkbox, and 5 points to the "Login" button.

After clicking on the **Log In** button in the upper right corner of the SERO Catch Shares homepage a pop-up box will appear.

To log in to the SERO Catch Share system:

1. Enter your User ID (mailed to you in your IFQ packet). User IDs are usually 4 letters followed by 4 numbers and are NOT case sensitive.
2. Enter your PIN (mailed to you in a separate letter). PINs are case sensitive (upper and lower case must be exact).
3. Select your role: IFQ Shareholder, IFQ Dealer, or IFQ Vessel account
4. Read the Terms of Use, then check the Accept Terms of Use box
5. Click the Login button to access your account. The Login button will only appear when you have completed steps 1-4. When you login for the first time, you will be required to change your PIN.

## Personal Identification Numbers (PINs)

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers

**NOAA FISHERIES SERVICE**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Individual Fishing Quota Online System  
Gulf Reef Fish  
OPERATIONAL v1.1.5.4

Home View Dealers View Approved Landing Locations Forgot PIN Log In

Welcome to the Individual Fishing Quota Program for Gulf Reef Fish - Public Home

**Important Messages - Please Read Before Logging Into Your IFQ Account**

- Quota changes for 2011 fishing year - The quota for red grouper will be 4.32 million pounds gutted weight and the quota for gag grouper will be 100,000 pounds gutted weight in 2011. The Gulf Council has proposed an interim rule to increase the gag commercial quota to 430,000 pounds gutted weight and a proposed rule to increase the red snapper commercial quota to 3,297,297 pound gutted weight, on or before June 1, 2011.

Initial Commercial Quotas/Catch Allowances for 2011 in gutted pounds

Share Category	Share Cap %	Quota/Catch Allowance	2011 Landings to Date	% Quota Landed	Quota Remaining
DEEP WATER GROUPE	14.704331	1,020,000	4,654	0.4	1,015,346
GAG GROUPE	2	100,000		1.7	422,593
OTHER SHALLOW WATER GROUPE	7			0.4	408,339
RED GROUPE	4			1.3	4,260,349
RED SNAPPER	6			1.1	3,263,814
TILEFISH	12			0.1	439,387

**Initial Login Form**

You must change your PIN on your first login.

UserID

PIN \*

Retype PIN \*

- \* PIN must be at least 12 characters long.
- \* PIN must contain no spaces.
- \* PIN must contain 3 of these:
  - lowercase letter
  - uppercase letter
  - number
  - special character

! @ \$ % ^ & \* ( ) ? .

Continue Additional Documents Cancel

WARNING: Using the browser's refresh or back button will log you out of the application. All unsaved transactions will be lost.

You must change your PIN after logging in for the first time. PIN changes are required security measures for your protection; think of your IFQ account like a bank account. **You will be required to change your PIN every 180 days.**

New PINs must be at least 12 characters long and contain at least 3 of the 4 conditions:

- Uppercase letters
- Lowercase letters
- Numbers
- The following special characters ! @ \$ % ^ & \* ( ) ? .

Examples:

- IFQpassword1234
- LoveRed\$napper
- RatherBeF!\$H!NG



# Shareholder Homepage

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

**NOAA FISHERIES** | SERO Catch Shares Program  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OPERATIONAL v4.0.3.3

Home Vessels Allocation Shares Landings Landing Locations Notifications Messages My Account Log Out

Today is Tuesday, February 4, 2014

**Shareholder Home** Welcome

[View Names Associated with this Account](#)

**Important Messages**

IFQ The IFQ support e-mail address will be changing to nmfs.ser.catchshare@noaa.gov. Please update our e-mail address in your contacts list and ensure that the new e-mail address is not considered spam by your e-mail provider. The old e-mail address will continue to remain active. Any e-mails sent to the old address will be forwarded to the new e-mail address for the next few months.

**Share and Allocation Summary for 2014 in gutted pounds** [Print PDF](#)

Share Category	Current Share %	Annual Allocation	Allocation Adjusted	Allocation Bought	Allocation Sold	Landings	Current Allocation*
DWG	0	0	0	0	0	0	0
GAG	0	0	0	0	0	0	0
GAG MULTI	0	0	0	0	0	0	0
OTHER SWG	0	0	0	0	0	0	0
RED GR	0	0	0	0	0	0	0
RED GR MULTI	0	0	0	0	0	0	0
RED SNAPPER	0	0	0	0	0	0	0
TILE	0	0	0	0	0	0	0

\* Allocation listed includes allocation held in Shareholder and Vessel accounts.

**Customer Support Toll-Free 866-425-7627**  
**Customer Support Email NMFS.SER.CatchShare@noaa.gov** [Additional Information](#)

WARNING: Using the browser's refresh or back button will log you out of the application. All unsaved transactions will be lost.

Shareholder Home features:

1. The menu bar allows you to access functions within your account.
2. The table on the center of the screen will summarize your IFQ shares and annual allocation by share category. The table will also include allocation bought and sold during the year, total annual landings, and allocation remaining to be used. Note: Your red grouper allocation can be calculated by adding the Red Grouper allocation and Red Grouper Multiuse allocation. Your gag grouper allocation can be calculated by adding your Gag Grouper allocation and your Gag Grouper Multiuse allocation.

# Create your Vessel Account

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

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NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OPERATIONAL v4.0.4.2

Home | Vessels | Allocation | Shares | Landings | Landing Locations | Notifications | Messages | My Account | Log Out

View Vessels  
Create Vessel Account

**Create Vessel Account**

1 Select Vessel:

Vessel ID	Vessel Number

Vessels shown do not currently have vessel accounts.

**New IFQ Vessel Account Info**

UserID \* 2

PIN \*

First Secret Question \* Select first Secret Question 3

Answer \*

Second Secret Question \* Select second Secret Question

Answer \*

Submit 4

\* Required field

On the menu bar, select **Vessels** then **Create Vessel Account**.

1. Click on the vessel listed in the table at the top and make sure it is highlighted in dark blue.
2. When a vessel is selected, the UserID and PIN will be automatically generated by the system.
3. Select two secret questions and answer them.
4. Select **Submit**.

You will be able to change the vessel account PIN following the steps on the **Update Account** page.

## View Vessels

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

**NOAA FISHERIES** | **SERO Catch Shares Program**

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OPERATIONAL v4.0.4.2

Home | **Vessels** | Allocation | Shares | Landings | Landing Locations | Notifications | Messages | My Account | Log Out

View Vessels  
Create Vessel Account

**View Vessels**

**Vessels With Valid Permits**

Vessel Name	Vessel Number	Vessel Account	Permit Number

**Vessel Allocation**

Vessel Name	Vessel Number	Account	Share Category	Quantity	Units

On the menu bar, select **Vessels** then select **View Vessels**

1. Table 1 provides a summary of vessels with valid reef fish permits. The table includes pertinent information about the vessel, including vessel number, vessel name, vessel account User ID, and reef fish permit number. Your PIN for each of your vessel accounts can be found on the **Update Account** page.
2. The Vessel Allocation table summarizes allocation (pounds) by share category for each of your vessel accounts. You can transfer allocation from your main shareholder account to your vessel account(s) by going to **Allocation** then selecting **Transfer Allocation**.

# Update Your Account/Locate Your Vessel PIN

On the menu bar, select **My Account** then select **Update Account**

To update your account or find a UserID and personal identification number (PIN):

1. Click on the account you would like to update or view, it will be highlighted in dark blue when selected.
2. Once you have selected a UserID, click the icon of the lock to view your PIN for that account. To update your PIN, delete the old PIN and type a new PIN, then retype the PIN to confirm the change in the space below. The PIN must meet the PIN criteria shown on the page. **Your vessel account PIN will be used for completing landing transactions with a dealer.**
3. Enter your e-mail address and check the email flag box to receive IFQ-related messages, such as transaction confirmations and dealer CRF payment reminders.
4. Select two secret questions and provide answers to each of these questions. These secret questions allow you to retrieve your PIN using the Forgot PIN feature on the Gulf Reef Fish IFQ homepage. If you call with specific questions about your account, Customer Support may also ask you these questions to confirm your identity.
5. Press Submit to update your account.

## Account Status

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

NOAA FISHERIES | SERO Catch Shares Program

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OPERATIONAL v4.0.4.2

Home Vessels Allocation Shares Landings Landing Locations Notifications Messages My Account Log Out

**Account Status**

Update Account  
Account Status

Name DBA  
Mailing Address Physical Address  
Mailing City/State/Zip Physical City/State/Zip  
Account Validity Date Citizenship Status/Date

If the address information is incorrect, please contact IFQ Customer Support at 1-866-425-7267 or Permits Office at 1-877-376-4877.

Reef Fish Permits	Vessel	Status	Effective Date	Expiration Date	Termination Date

IFQ Online Application ID	Comments	Date Received	Application Status	Status Date

On the menu bar, select **My Account** then select **Account Status**

This page displays important information that is related to the account.

1. The top portion of the page displays the account holder names, mailing address, account validity date (the date that a new IFQ Online Account Application is due), and the citizenship status (you must be a U.S. citizen or permanent resident alien to participate in the IFQ program).
2. This table displays information relevant to reef fish permits associated with the account. It can be used as a reminder for renewing your permit.
3. The last table displays information related to the Online Account Application that you returned.

If you have a corporation or business account, there will be a table at the bottom of the page, which displays the shareholders of the company and shareholdings.

## Share Cap, Share Cap Exposure, and Allocation Cap

### Business Shareholder Information

All businesses are required to report their ownership and officers. When renewing a Reef Fish Permit or applying for an IFQ Online Account, NOAA Fisheries Service requires businesses to provide their ownership and officer information to ensure no person, including a corporation or entity, individually or collectively, holds IFQ shares in excess of the IFQ Share Cap. Businesses should provide updated information to NOAA Fisheries Service within 30 days of when changes occur.

### Share Cap

The Magnuson-Stevens Act prohibits IFQ shareholders from acquiring an excessive share of the total allowable catch of an IFQ fishery. The Gulf Council defined the IFQ share caps for commercial grouper-tilefish and red snapper as the maximum IFQ shares per share category initially issued to a person, corporation, or other entity at that start of each program. The intent of the IFQ share cap is to prevent any IFQ participants from holding an excessive amount of IFQ shares and monopolizing the fishery.

### Allocation Cap


The total Grouper-Tilefish allocation cap is the sum of the maximum allocations associated with all five grouper-tilefish IFQ share caps. The allocation cap is calculated annually based on the applicable quotas or catch allowance associated with each share category. There is no allocation cap for red snapper.

The share cap percentages and allocation cap are below:

Share Category	Share Cap (%)	Allocation Cap as of 1/1/15
Red snapper	6.0203	N/A
Deep-water grouper	14.704321	540,967 lbs
Gag	2.349938	
Red grouper	4.331882	
Shallow-water grouper	7.266147	
Tilefish	12.212356	

# Viewing Shares

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy



NOAA FISHERIES

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

SERO Catch Shares Program

OPERATIONAL v5.0.4.2

Home | Vessels | Allocation | **Shares** | Landings | Landing Locations | Notifications | Messages | My Account | Log Out

View Shares

View Share Ledger

View Share Ledger with Reason

Transfer Shares

Receive Transferred Shares

View Shares

Print PDF

Share Category			Appeal %	Setaside %	Transfers In %	Transfers Out %
DWG			0.000000	0.000000	0.000000	0.000000
RED GR	0	0.000000	0.000000	0.000000	0.000000	0.000000
GAG	0	0.000000	0.000000	0.000000	0.000000	0.000000
OTHER SWG	0	0.000000	0.000000	0.000000	0.000000	0.000000
TILE	0	0.000000	0.000000	0.000000	0.000000	0.000000
RED SNAPPER	0	0.000000	0.000000	0.000000	0.000000	0.000000

For Grouper and Tilefish share categories, initial, appeal and setaside distributions occurred in 2010.  
For Red Snapper share category, initial, appeal and setaside distributions occurred in 2007.

On the menu bar, select **Shares** then select **View Shares**

This page displays the percent shares (i.e., percent of the annual quota) you hold for each share category.

You can also view your share history by selecting **Shares** on the menu bar then selecting **View Share Ledger** or **View Share Ledger with Reason**.

## Share Ledger

[illegible]

On the menu bar, select **Shares** then select **View Share Ledger**

This page displays all share transfers into and out of your account by share category. At the bottom of the table you can view your current shares by share category.

Select the **Print PDF** button to print a copy of your entire share history.

The function **View Share Ledger with Reason** shows the share transfer history, including the total price recorded and equivalent pounds for each transfer.



# Transfer Shares

Home
Vessels
Allocation
Shares
Landings
Landing Locations
Notifications
Messages
My Account

Transfer Shares

**Step 1 - Select ONE Transferee**

The following 862 Shareholders are eligible to receive transferred shares. Search or scroll the list, and select one transferee.

In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list

Search

UserID	Shareholder Name
ABSE6127	A & B SEAFOOD INC
ACWI6098	A C WILLIAMS CORPORATION INC
AREE6434	A REEL COMMOCEAN CHARTER INC
AMAR9251	AAC MARINE GROUP INC

**Step 2 - Review your Eligible Share % by Share Category**

Based on your shares, you can transfer the following shares by share category:

Share Category	Current Share %	Pending Sold %	Pending Bought %	Eligible Share %
DEEP WATER GROUPE	0	0	0	0
GAG GROUPE	0	0	0	0
OTHER SHALLOW WATER GROUPE	0	0	0	0
RED GROUPE	0	0	0	0
RED SNAPPER	0	0	0	0
TILEFISH	0	0	0	0

**Step 3 - Select a Share Category, enter the share % you wish to transfer and enter the total price price of the transfer**

Category
Select Share Category

Share %
0.000000
Equivalent Gutted Pounds
0

Total Price \$
0
Equivalent Price/Gutted Pound \$
0

This should be the total price of the transfer, not the price/gutted pound

**Step 4 - Select reason for transfer**

Reason
Select reason for transfer

**Step 5 - Identify any active sanctions**

Is there a pending sanction on the shareholder or the vessel?

☒ No
☐ Yes If "yes", you must explain.

**Step 6 - Open the confirmation screen**

Click the Confirm button or click the Reset button to clear all selections

Confirm
Reset

On the menu bar, select Shares then select Transfer Shares.

1. Select a shareholder who is eligible to receive transferred shares.
2. Review your eligible shares. You cannot transfer a greater amount of shares than the amount listed in the eligible share % column. Eligible shares are your current shares minus any shares listed in Pending Sold, and do not include shares listed under Pending Bought. Shareholders are also prohibited from selling shares that would reduce the account's shares fewer than the amount needed to repay an overage in the following fishing year, and therefore these shares are not eligible to be transferred.

## Transfer Shares (continued)

3. Enter the percent of shares being transferred and the total price for the transfer. Please provide accurate price information to allow for review of IFQ program performance.
4. Select the reason for the transfer. The reasons listed in the drop down help managers analyze price reporting data when evaluating IFQ program performance.
  - a. Below are the available choices and their definitions:
    - i. Sale to Another Shareholder: Sold the allocation and/or shares to another, unrelated account.
    - ii. Transfer to Related Account: Sold to an account which you are the owner or similar association.
    - iii. Bartered Trade for Shares: Bartered or traded shares/allocation for one share category to receive shares for a different share category.
    - iv. Bartered Trade for Allocation: Bartered or traded shares/allocation for one share category to receive allocation for a different share category.
    - v. Package Deal (e.g., purchased vessel with shares): Bought shares and/or allocation in conjunction with another purchase (such as shares/allocation were bought alongside the Gulf Reef Fish commercial fishing permit).
    - vi. Gift: Gift to another shareholder.
    - vii. No Comment
  - b. If you select either of the **Bartered Trade** options, Step 4a will appear which asks that you provide the bartered share categories.

The screenshot displays a web interface for share transfers. On the left, 'Step 4 - Select reason for transfer' features a dropdown menu with options: 'Bartered Trade for Shares', 'Sale to Another Shareholder', 'Transfer to Related Account', 'Bartered Trade for Allocation', 'Gift', 'Package Deal (e.g., purchased vessel with shares)', and 'No Comment'. Below this is 'Step 5 - Identify a pending sanction' with radio buttons for 'No' (selected) and 'Yes', followed by a text field 'If "Yes"'. On the right, 'Step 4a - Provide amount you received from bartered trade' is visible, containing checkboxes for various fish species: 'Deep Water Grouper', 'Gag Grouper', 'Other Shallow Water Grouper', 'Red Grouper', 'Red Snapper', and 'Tilefish'. At the bottom right of Step 4a are links for 'All' and 'None'. A yellow circle with the number '4a' is overlaid on the interface, pointing to the Step 4a section.

5. An IFQ shareholder subject to a sanction is prohibited from initiating a share transfer. An IFQ shareholder who is subject to a *pending* sanction must disclose in writing to the prospective transferee the existence of any pending sanction at the time of the transfer. Select “Yes” if there is a pending sanction. If you select “Yes” a box will appear and you must explain the pending sanction.
6. Confirm the request for share transfer. ***Remember that a share transfer is not complete when the transferor submits the share transfer.*** The transferee must log into their shareholder account, select the “Receive Transferred Shares” tab, and then accept the share transfer.
  - a. Both steps of the share transaction must be completed before the shares are transferred to the transferee’s shareholder account.
  - b. A share transfer transaction that remains in pending status (i.e., has not been accepted by the transferee) after 30 days from the date the transferor initiated the transfer will be cancelled. The pending shares are then available to the shareholder who initiated the transfer.

# Receive Transferred Shares

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

**NOAA FISHERIES** | SERO Catch Shares Program  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

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Home Vessels Allocation **Shares** Landings Landing Locations Notifications Messages My Account Log Out

**Transferred Shares**

The Gulf of Mexico Fishery Management Act requires Service are responsible for setting quotas for federally managed species. Although quota changes, any reduction or increases in a quota of IFQ shares you possess, any reduction or increases in a quota (pounds) associated with IFQ shares in the affected share category.

**Step 1 - Select ONE transfer**

The list below displays all of your pending share transfers. Select the transfer you would like to review.

Date Initiated	From	To	Share Category	Share %

**Step 2 - Review the details of the selected transfer**

Review the information below for the transfer you selected in Step 1.

Date Initiated

From

To

Share Category

Share %

Total Price Paid \*

\* Required

**Step 3 - Decision the selected transfer**

Select a status of Accepted or Rejected from the list below.

Status

**Step 4 - Confirm your decision**

Click the Confirm button to open the confirmation page, or click the Reset button to reset the information above.

On the menu bar, select **Shares** then select **Receive Transferred Shares**.

1. The table provides a summary of pending transfers from another IFQ shareholder to you. Included in the table are the percentage of shares transferred by share category and the transfer status. Select a transfer from the list.
2. Review each share transfer to ensure the percentage, price, and other information are correct. Enter the total price paid for the share transfer.
3. Click on the down arrow and select 'Accepted' to accept the transfer or 'Rejected' if the information is incorrect and you are rejecting the transfer.
4. Select the 'Confirm' button to confirm your acceptance/rejection of the share transfer. You will then see a pop-up screen asking you to confirm the transaction for final submission.

# View Allocation

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

**NOAA FISHERIES** | SERO Catch Shares Program  
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View Allocation  
View Allocation History  
Transfer Allocation (Red Snapper)  
Transfer Allocation (Grouper-Tilefish)  
View Allocation Ledger IFQ Activity  
View Allocation Ledger Summary

**View Allocation**

Print PDF

**Shareholder Allocation**

Share Category	Quantity	Units
DWG	0	POUNDS
GG	0	POUNDS
GGM	0	POUNDS
SWG	0	POUNDS
RG	0	POUNDS
RGM	0	POUNDS
RS	0	POUNDS
TF	0	POUNDS

Vessel Name	Vessel Number	Share Category	Quantity	Units

On the menu bar, select **Allocation** then select **View Allocation**.

## View Allocation features:

1. The table on the left summarizes your annual allocation (in pounds gutted weight) by share category held in the shareholder account. This table will include only allocation that has not been landed during the year or that has not been transferred to a vessel account or another shareholder.
2. The table on the right summarizes allocation in pounds gutted weight on your vessel(s). Allocation may be transferred to your vessel account(s) from your main shareholder allocation account or from other shareholder accounts. The allocation in a vessel account must be sufficient to cover the amount being landed on a trip.

# Transferring Allocation To Your Vessel Account

**NOAA FISHERIES** | SERO Catch Shares Program  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Home Vessels Allocation Shares Landings Landing Locations Notifications Messages My Account Log Out

### Transfer Allocation

**Step 1: Select the type of allocation transfer...**

- From my shareholder account to my vessel account
- From my shareholder account to my vessel account
- From my vessel account to my shareholder account
- From my shareholder account to another shareholder's account
- From my shareholder account to another shareholder's vessel account

**Step 2: Select the vessel account...**

To My Vessel Account	Vessel	DWG	RED GR	GAG	OTHER SWG	TILE	RED GR MULTI	GAG GR MULTI	RED SNAPP
		0	0	0	0	0	0	0	0

**Step 3: Enter allocation transferred for each share category by clicking in the Transfer Pounds column, changing the value and clicking the Enter key...**

From My Shareholder Account	Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)
	DWG	0	0	0	0
	RED GR	0	0	0	0
	GAG	0	0	0	0
	OTHER SWG	0	0	0	0
	TILE	0	0	0	0
	RED GR MULTI	0	0	0	0
	GAG MULTI	0	0	0	0

**Step 4: Click the Submit button to complete the transfer or click the Reset button to clear all selections...**

Submit Reset

On the menu bar, select **Allocation** then select **Transfer Allocation**.

1. Select "From my shareholder account to my vessel account" from the drop-down menu.
2. Select your vessel account by clicking the vessel name so that it is highlighted in dark blue. The numbers to the right of your vessel's name indicate the allocation currently held in the **vessel account** by share category.
3. The table at the bottom shows the allocation currently in your **shareholder account**. In the "Transfer Pounds (gutted weight)" column type in the number of allocation pounds you wish to transfer for each share category. If you only enter pounds in one row, press tab or click outside of that cell to move on. Allocation is reserved if the account has a landing notification without a matching landing transaction. Landing notifications reserve allocation for 96 hours or until the landing transaction is completed, whichever comes first. Eligible allocation is your current allocation minus the reserved allocation.
4. To complete an allocation transfer press Submit in the lower left corner of the screen. You will receive a pop-up asking you to confirm the transfer.

# Transferring Allocation To Another Shareholder or Another Shareholder's Vessel Account

**Transfer Allocation**

**Step 1: Select the type of allocation transfer...**

From my shareholder account to another shareholder's account

From my shareholder account to my vessel account

From my vessel account to my shareholder account

From my shareholder account to another shareholder's account

From my shareholder account to another shareholder's vessel account

**Step 2: Select the account to transfer allocation to...**

To Shareholder's Account	Name

**Step 3: Enter allocation transferred and price paid per pound for each share category by clicking in the Transfer Pounds and Transfer Price per Pound columns...**

Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)	Transfer Price per Pound
DWG	0	0	0	0	0
RED GR	0	0	0	0	0
GAG	0	0	0	0	0
OTHER SWG	0	0	0	0	0
TILE	0	0	0	0	0
RED GR MULTI	0	0	0	0	0
GAG MULTI	0	0	0	0	0

**Step 3a: Select reason for allocation transfer...**

Select reason for transfer

**Step 4: Click the Submit button to complete the transfer or click the Reset button to clear all selections...**

Submit Reset

On the menu bar, select **Allocation** then select **Transfer Allocation**.

1. On the drop down menu, select “From my shareholder account to another shareholder’s account” or “From my shareholder account to another shareholder’s vessel account”.
2. Click on the account you are transferring allocation to using the table on the middle of the screen and highlight it in dark blue.
3. The table at the bottom shows the allocation currently held by your **shareholder account**. In the column for “Transfer Pounds (gutted weight)” type in the number of pounds of allocation transferred for each share category. Also, enter the price paid per pound for the allocation transfer. If you only enter pounds in one row, press tab or click outside of that cell to move on.

## Transferring Allocation To Another Shareholder or Another Shareholder's Vessel Account (Continued)

3a. Select the reason for the transfer, this information is used to evaluate the IFQ program.

- Below are the available choices and their definitions:
  - Sale to Another Shareholder: Sold the allocation and/or shares to another, unrelated account.
  - Transfer to Related Account: Sold to an account which you are the owner or similar association.
  - Bartered Trade for Shares: Bartered or traded shares/allocation for one share category to receive shares for a different share category.
  - Bartered Trade for Allocation: Bartered or traded shares/allocation for one share category to receive allocation for a different share category.
  - Package Deal (e.g., purchased vessel with shares): Bought shares and/or allocation in conjunction with another purchase (such as shares/allocation were bought alongside the Gulf Reef Fish commercial fishing permit).
  - Gift: Gift to another shareholder.
  - No Comment
- If you select either of the **Bartered Trade** options, Step 3b will appear which asks that you provide the bartered share categories.

The screenshot displays a web interface for transferring allocation. It is divided into two main sections, Step 3a and Step 3b, separated by an 'or' indicator.

**Step 3a: Select reason for allocation transfer...**

This section contains a list of reasons for transfer, with 'Bartered Trade for Allocation' selected and highlighted in blue. The other options are: Bartered Trade for Shares, Sale to Another Shareholder, Transfer to Related Account, Gift, Package Deal (e.g., purchased vessel with shares), and No Comment.

**Step 3b - Select all the share categories that were included in the bartered trade**

This section contains a list of share categories, each with an unchecked checkbox: Deep Water Grouper, Gag Grouper, Other Shallow Water Grouper, Red Grouper, Red Snapper, and Tilefish. At the bottom, there are links for 'Select All' and 'None'.

4. To complete an allocation transfer press Submit in the lower left corner of the screen. You will receive a pop-up asking you to confirm the transfer.

# Transferring Allocation From Vessel Account

**NOAA FISHERIES** | SERO Catch Shares Program  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OPERATIONAL v5.0.4.2

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### Transfer Allocation

**Step 1: Select the type of allocation transfer...**

From my vessel account to my shareholder account

From my shareholder account to my vessel account

From my vessel account to my shareholder account

From my shareholder account to another shareholder's account

From my shareholder account to another shareholder's vessel account

When selected, the account will be highlighted in blue...

Shareholder Name to filter the list

Vessel Account	Vessel	DWG	RED GR	GAG	OTHER SWG	TILE	RED GR MULTI	GAG GR MULTI	RED SNAPPER
		0	0	0	0	0	0	0	0

**Step 3: Enter allocation transferred and price paid per pound for each share category by clicking in the Transfer Pounds and Transfer Price per Pound columns...**

Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)
DWG	0	0	0	0
RED GR	0	0	0	0
GAG	0	0	0	0
OTHER SWG	0	0	0	0
TILE	0	0	0	0
RED GR MULTI	0	0	0	0
GAG MULTI	0	0	0	0

**Step 4: Click the Submit button to complete the transfer or click the Reset button to clear all selections...**

Submit Reset

On the menu, bar select **Allocation** then select **Transfer Allocation**.

1. On the drop down menu, select "From my vessel account to my shareholder account".
2. Click on the vessel account you are transferring allocation from using the table on the middle of the screen and highlight it in dark blue.
3. The table at the bottom shows the allocation currently held by your **vessel account**. In the column for "Transfer Pounds (gutted weight)" enter the pounds of allocation for each share category you wish to transfer back to your shareholder account. If you only enter pounds in one row, press tab or click outside of that cell to move on.
4. To complete the allocation transfer press Submit in the lower left corner of the screen. You will receive a pop-up asking you to confirm the transfer.

Note: Allocation in a vessel account cannot be transferred directly to another shareholder or another vessel account. Allocation transferred from a vessel account is always transferred back into the shareholder account associated with that vessel.



## Allocation Activity Ledger

[illegible]

On the menu bar, select **Allocation** then select **Allocation Ledger IFQ Activity**

This page shows all transactions and landing notifications in chronological order for your shareholder and vessel accounts by share category.

To view allocation transactions:

1. Select the year.
2. Select the share category you wish to view.
3. Click **Submit**. The table will populate below with all allocation transfers related to your accounts.
4. Select **Print PDF** to open the ledger with all details in a print-friendly PDF version.

## Viewing Approved Landing Locations

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

**NOAA FISHERIES** | SERO Catch Shares Program  
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Home Vessels Allocation Shares Landings **Landing Locations** Notifications Messages My Account Log Out

View Approved Landing Locations  
Submit Landing Location

Either scroll through the list of 377 approved landing locations or use the search bar to find a location.

System **ALL** Search

System	Name	Street	City	State	Zip	County	Latitude	Longitude	VMS
IFQ	CONN BROWN CITY DOCK				0		27° 54.510' N	97° 08.078' W	379
IFQ	GOODLAND BOAT RAMP				0		25° 55.150' N	081° 39.059' W	370
IFQ	NAISMITH SEAFOOD				0		27° 54.478' N	97° 07.991' W	380
IFQ	BRYANT PRODUCTS	13725 TRAM AVE	BAYOU LA BATRE	AL	36509	MOBILE	30.405674	-88.252541	149
IFQ	AQUILA SEAFOOD INC	17309 RIVER RD	BON SECOUR	AL	36511	BALDWIN	30.301913	-87.7372064	138
IFQ	BILLY'S SEAFOOD	16780 RIVER ROAD	BON SECOUR	AL	36511	BALDWIN			143
IFQ	SAFE HARBOUR SEAFOOD	5822 HERITAGE CIRCLE	BON SECOUR	AL	36511	BALDWIN	30 18.44	87 43.49	69
IFQ	BILLY GOAT HOLE PUBLIC RAMP	114 BIENVILLE BLVD	DAUPHIN ISLAND	AL	36528	MOBILE	30.25140000	-88.08242400	9
IFQ	DAUPHIN ISLAND MARINA	650 LEMOYNE DRIVE	DAUPHIN ISLAND	AL	36528	MOBILE	30.264586	-88.115221	160
HBC	DAUPHIN ISLAND MARINA SLIP C4	650 LEMOYNE DR	DAUPHIN ISLAND	AL	36528	MOBILE			811
IFQ	FT. GAINES PUBLIC RAMP	51 BIENVILLE BLVD	DAUPHIN ISLAND	AL	36528	MOBILE			28
IFQ	GAINES LANDING	314 CAVALIER CIRCLE	DAUPHIN ISLAND	AL	36528	MOBILE			253
IFQ	INDIAN BAY	908 DESOTO AVE	DAUPHIN ISLAND	AL	36528	MOBILE			339
IFQ	JOHN ZUKLEY DOCK	528 BUCHANAN DR	DAUPHIN ISLAND	AL	36528	MOBILE			294
IFQ	M L SEAFOOD	1014 DESOTO AVE	DAUPHIN ISLAND	AL	36528	MOBILE	30 15.26	88 06.49	55

Print to Local Printer Print All (PDF) Reset

On the IFQ homepage, select **View Approved Landing Locations**. You can also view this page by selecting **Landings Locations**, then **View Approved Landing Locations** while in your shareholder or dealer account.

### View Approved Landing Location features:

This screen allows you to view a list of pre-approved landing locations. Only pre-approved locations can be used for landing IFQ species. To submit a landing location that is not on this list for review, go to the **Submit Landing Location** page. The landing location table can be sorted by clicking on the column heading. You can also rearrange columns by clicking the column heading and dragging it right or left in the table. To search the landing location list, enter what you are searching for in the **Search** box.

## Submitting a Landing Location

The screenshot shows the NOAA Fisheries SERO Catch Shares Program web interface. At the top is a navigation bar with links: NOAA Home, Weather, Oceans, Fisheries, Charting, Satellites, Climate, Research, Coasts, Careers, Privacy. Below this is the NOAA Fisheries logo and the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". To the right is the "SERO Catch Shares Program" title and "OPERATIONAL v4.0.4.2". A secondary menu bar includes: Home, Vessels, Allocation, Shares, Landings, Landing Locations (highlighted), Notifications, Messages, My Account, and Log Out. A dropdown menu from "Landing Locations" shows "View Approved Landing Locations" and "Submit Landing Location" (highlighted). The main content area contains instructions: "To submit a new landing location for review, complete the fields below and click the Submit button to open a confirmation window." It then lists four steps: Step 1: Enter a unique landing location name (with a text input field for "Landing Location Name \*"); Step 2: Enter a contact name, email address and phone number (with input fields for "Contact Name", "Email Address", and "Phone Number"); Step 3: Enter a complete address OR a set of coordinates. This step is split into two columns: "\* Address" (with input fields for "Street Address", "City", "County", "State" (dropdown), and "Zip Code" (with a note "5 or 9 digits only")) and "\* Coordinates" (with input fields for "Latitude" and "Longitude", each with sub-fields for "DDD", "DD.MMM", and "Direction" (dropdown)); Step 4: Click the Confirm button below to open a confirmation window. At the bottom is a "Reset" button. A legend indicates "\* Required".

On the menu bar, select **Landings Locations** then select **Submit Landing Location**.

This webpage allows you to submit an IFQ landing location. You will need to provide a location name, contact information, a complete landing location address, and/or a set of GPS coordinates for the location. When submitting a landing location, it is recommended that you first review the list of pre-approved landing locations on the **View Approved Landing Locations** page to ensure your landing location has not already been approved. Submitted landing locations will be reviewed for compliance with regulations. If approved, your submitted landing location will be added to the list of approved landing locations.

# Reporting a Notification

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Report Landing NotificationReport NotificationView Notifications

To complete your landing notification, answer the questions below and click the Record Notification button to receive your confirmation number:

Date/Time Reported: 3/7/14 9:24 AM Eastern

1

1 What is your Vessel ID?

Search or scroll the list below and select one of the 1 vessels. The list can also be sorted by clicking on any of the column headings. Once complete, go to step 2.

Search for Vessel

Vessel Number	Vessel Name	Shareholder	Shareholder DBA

2

2 What is your landing location name?

Search or scroll the list below and select one landing location. The list can also be sorted by clicking on any of the column headings. Once complete, go to step 3.

Search for Landing Location

Name	Address	City	State	Zip	Latitude	Longitude
CONN BROWN CITY DOCK				0	27° 54.510' N	97° 08.078' W
GOODLAND BOAT RAMP				0	25° 55.150' N	081° 39.059' W
NAISMITH SEAFOOD				0	27° 54.478' N	97° 07.991' W
BRYANT PRODUCTS	13725 TRAM AVE	BAYOU LA BATR	AL	36509	30.405674	-88.252541

3

3 What is your dealer's business name?

Search or scroll the list below and select one dealer. The list can also be sorted by clicking on any of the column headings. Once complete, go to step 4.

Search for Dealer

Dealer	DBA	Address	City	State
RAWLINGS, JOHN (JHRA4778)		FM 2031	MATAGORDA	TX
SPICER, MARSHALL (MARS4568)		208 JOHNNY BENOIT RD	HACKBERRY	LA
WALKER, JOHN (JWWA9697)		4112 FOX MEADOW LN	PASADENA	TX
POPPELL, LEWIS (LSPO1075)		14190 ROBERT RD	BOKEELIA	FL

4

4 What time will you be at the dock?

What date and time will you land? Is this Eastern or Central time? Go to step 5.

Date/Time of Landing 03/07/2014 Hour Minute AM/PM Time Zone

5

5 What amount of fish do you expect to land by share category?

Select the share category from table below. Click in the Estimated Gutted Weight column in each share category and enter the gutted weight you expect to land. Once complete, go to next step.

Share Category	Estimated Gutted Weight (pounds)
DEEP WATER GROUPER	0
RED GROUPER	0
GAG GROUPER	0
OTHER SHALLOW WATER GROUPER	0
TILEFISH	0
RED SNAPPER	0

6

Proceed to the confirmation window

Click the Confirm button to open the confirmation window. You will be required to submit the landing notification from the confirmation window.

CAUTION: THE NOTIFICATION IS NOT RECORDED UNTIL YOU SUBMIT ON THE CONFIRM WINDOW!

ConfirmReset

28

## Reporting a Notification (continued)

On the menu bar, select **Notifications** then select **Report Notification**

1. Begin typing in your vessel ID in the search box to narrow the list of vessels displayed in the grid below. Click on your vessel in the list below so it is highlighted in dark blue.
2. Begin typing in the landing location in the search box to narrow the list of landing locations displayed in the grid below. Click on the landing location in the list below so it is highlighted in dark blue.
3. Begin typing in the dealer name in the search box to narrow the list of dealers displayed in the grid below. Click on the dealer in the list below so it is highlighted in dark blue.
4. Enter the date and time of landing, including time zone.
5. Enter the estimated pounds of landings for each share category in gutted weight.
6. Press **Confirm**. You will receive the Landing Notification Confirmation screen.
7. Review the notification information; if incorrect, click the Cancel button to return to the previous window to correct the data.
8. If the notification information is correct, click the Record Notification button to submit. The Landing Notification Confirmation Code block will appear with the confirmation code – 3H-mmddyy-nnn.

## View Notifications

NOAA Home | Weather | Oceans | Fisheries | Charting | Satellites | Climate | Research | Coasts | Careers | Privacy

NOAA FISHERIES | SERO Catch Shares Program  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

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Home Vessels Allocation Shares Landings Landing Locations **Notifications** Messages My Account Log Out

**1**

View Landings

Search:  2014 ▼

Expected	Vessel	Landing Location	Notification Conf	Landing Conf.	DWG	RED	GAG	OSWG	TILE	RS	HGG	HRS

**2**

**Detail of Selected Notification**

Conf. Number:	Vessel Account:	DWG Reported:
Reported By:	Vessel:	RED Reported:
Date Expected:	Dealer Account:	GAG Reported:
Date Created:	Dealer:	OSWG Reported:
Date Reported:	Dealer DBA:	TILE Reported:
Date Received*:	Shareholder Account:	RS Reported:
Vessel ID*:	Shareholder:	HGG Reported:
Confirm*:	Landing Location:	HRS Reported:
Email*:	Address:	Zone:
* VMS only	City, State:	

On the menu bar, select **Notifications** then select **View Notifications**

Every notification that you have made will be displayed on the **View Notifications** page. You can use this page to match up your landings transaction history (next page) with your notifications.

1. You can search your notifications by vessel, confirmation number, date, or landing location.
2. Select a notification from the table by clicking it to highlight the row in blue. Details from the landing transaction that you select will be displayed in the space below.

You can also view your landings from previous years by selecting the year filter at the top.

# Landing Transaction History

On the menu bar, select **Landings** then select **View Landings**

This page shows your landing transactions in chronological order.

1. You can search landing transaction by any component of the transaction (i.e. landing transaction code).
2. Select the landing transaction; you can sort by any of the headings.
3. Details of the selected transaction will populate below.
4. Select **Print Selected** to open the landing transaction with all details in a print-friendly PDF version.

You can match this page with your notifications (previous page).

## Landings Ledger

[illegible]

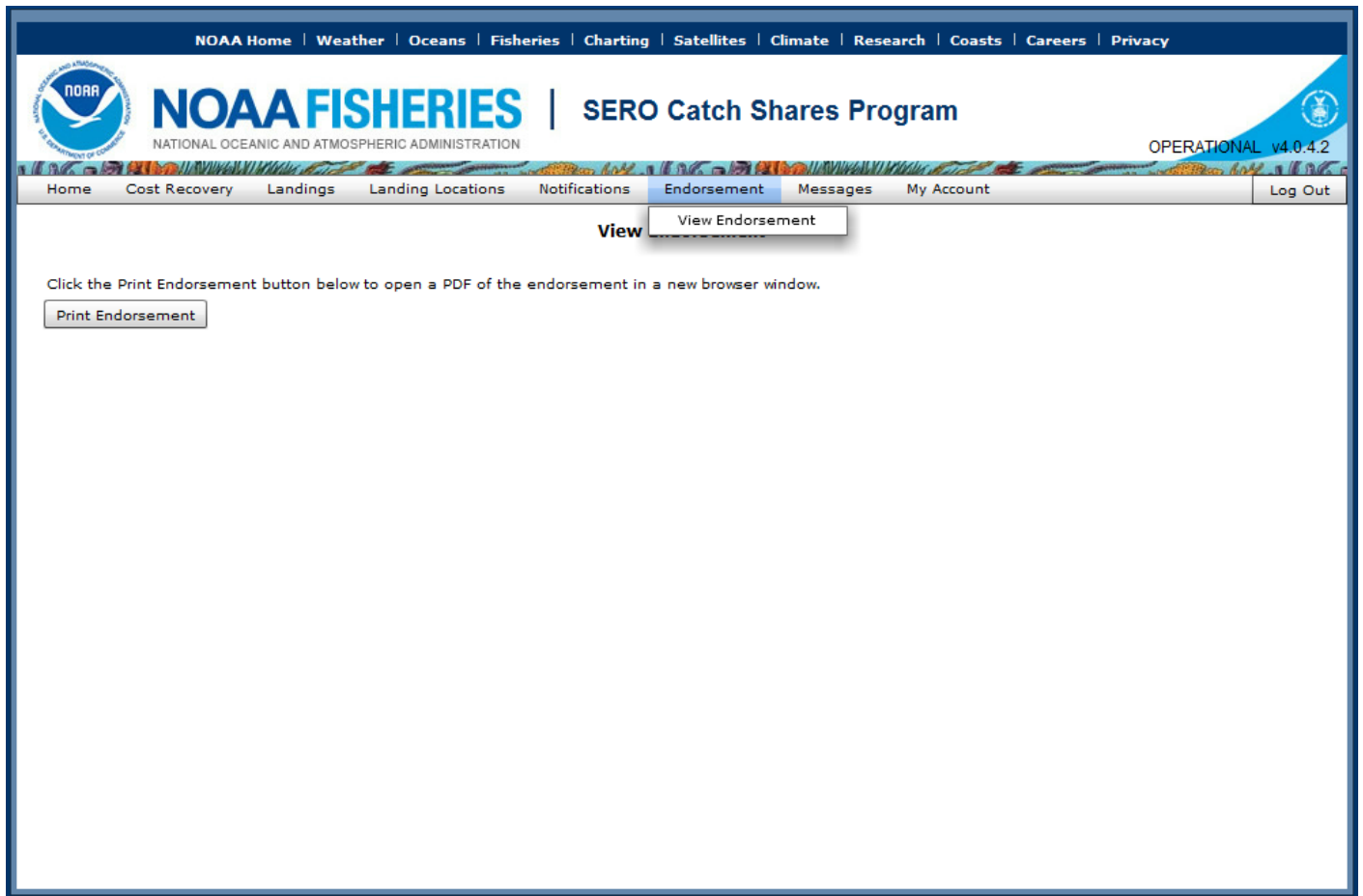
On the menu bar, select **Landings** then select **View Landings Ledger**

To view your landings:

1. Select the quarter of the fishing year of interest. The table will populate all of your landings for that quarter. Price per pound and cost recovery fees are summarized in the table as well.
2. Select **Print PDF** to open the landing ledger with all details in a print-friendly PDF version.



## View/Print Dealer Endorsement



Log in to the SERO Catch Share system as an IFQ dealer. On the menu bar, select **Endorsement** then select **View Endorsement**.

Anyone holding a federal Gulf South Atlantic dealer permit (GSAD), formerly a reef fish dealer permit, must abide by the federal regulations for the IFQ program when purchasing groupers, tilefishes, or red snapper regardless of where in the Gulf the fish are harvested. A dealer wishing to purchase IFQ species must have an IFQ dealer account and a dealer endorsement. The endorsement is only valid with a federal GSAD permit. A copy of the dealer's endorsement must accompany any IFQ species from the landing location through possession by a dealer.

# Completing a Landing Transaction

The screenshot displays the NOAA Fisheries SERO Catch Shares Program interface. The top navigation bar includes links for NOAA Home, Weather, Oceans, Fisheries, Charting, Satellites, Climate, Research, Coasts, Careers, and Privacy. The main header features the NOAA Fisheries logo and the text 'SERO Catch Shares Program' with 'OPERATIONAL v4.0.4.2' on the right. Below the header is a secondary navigation bar with links: Home, Cost Recovery, Landings, Landing Locations, Notifications, Endorsement, Messages, My Account, and Log Out.

The 'Landings' section is active, showing a dropdown menu with options: 'Landing Transaction' (selected), 'View Landings', 'Landing Transaction Correction', 'View Landings Ledger', and 'Update Trip Ticket'. The main content area is titled 'Landing Transaction' and contains several steps:

- Step 1 - Enter Pounds and Price:** A table for entering species, weight, and price. The table has columns for Species, DWG, 0, 0, and Total Price. The table is populated with various species like YELLOWEDGE GROUPER, SNOWY GROUPER, WARSOW GROUPER, SPECKLED HIND, RED GROUPER, GAG GROUPER, BLACK GROUPER, SCAMP, YELLOWMOUTH GROUPER, YELLOWFIN GROUPER, GOLDFACE TILEFISH, BLUELINE TILEFISH (GRAY), GOLDEN TILEFISH, and RED SNAPPER.
- Step 2 - Select a Facility:** A form with fields for Name, City, and State.
- Step 3 - Search for and select a Vessel Account:** A search bar labeled 'Search Vessels' and a table showing search results with columns for UserID and Vessel Name and Number. The results include 2NDD6506 (2ND DESTINY 618345), 72SE7905 (72 SEA CRAFT FL4534SF), and MARI6789 (AC III 1039496).
- Step 4 - Select a Notification Confirmation:** A form with fields for Date Expected and Notification Confirmation.
- Step 5 - Enter Trip Ticket Number (Optional):** A form with a field for Ticket.
- Step 6 - Click the Continue button:** A form with 'Continue' and 'Reset' buttons. Below the buttons, it says 'Scroll down to see summary information' and shows a summary table with fields for Date, Pounds, Price, Fee, and Value.

Log in to the SERO Catch Share system as an IFQ dealer. On the menu bar, select **Landings** then select **Landing Transaction**.

1. Enter the pounds (in gutted weight) and price per pound for all species landed.
2. Select the dealer's facility.
3. Select the vessel account which landed the fish for the landing transaction.
4. Select a landing notification confirmation number.
5. Enter a trip ticket number.
6. Review the total pounds and total price entered then press **Continue**.

## Completing a landing transaction (continued): Confirming a Landing Transaction

Landing Transaction Confirmation

Vessel Account PIN: 
Allocation/PIN Confirmation
Final Confirmation
Back

IFQ Species Pounds Landed

Species	Share Category	Pounds
YELLOWEDGE GROUPER	DWG	0
SNOWY GROUPER	DWG	0
WARSAW GROUPER	DWG	0
SPECKLED HIND	DWG	0
RED GROUPER	RED GR	0
GAG GROUPER	GAG	0
BLACK GROUPER	OTHER SWG	0
SCAMP	OTHER SWG	49
YELLOWMOUTH GROUPER	OTHER SWG	0
YELLOWFIN GROUPER	OTHER SWG	0
GOLDFACE TILEFISH	TILE	0
BLUELINE TILEFISH (GRAY	TILE	0
GOLDEN TILEFISH	TILE	0
RED SNAPPER	RED SNAPPER	0

Allocation Pounds Used For Landing (requires Allocation/PIN Confirmation)

This screen will appear after pressing Continue on the **Landing Transaction** screen.

1. Review the reported pounds landed by species.
2. To check that the vessel account has sufficient allocation, enter the vessel account PIN, then selecting **Allocation/PIN Confirmation**.
3. The table on the right of the screen will summarize the vessel account allocation used from each share category.
4. Then press **Final Confirmation** to complete the transaction.
5. Use the **Back** button if allocation is insufficient or to make changes to the landing transaction.

# Updating Trip Ticket

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**Update Trip Ticket**

Date	Vessel	Landing Conf.	Trip Ticket

Use this form to update the trip ticket for the selected landing:

Landing:

Trip Ticket:

Update Trip Ticket:

A dealer may add or update a trip ticket number associated with a landing transaction by selecting **Landings** then **Update Trip Ticket**.

Select the year of the landing transaction. Select the trip from the table to be changed. When you select the trip, the Landing field populates with the Landing Transaction Confirmation Number. You can add or edit the Trip Ticket number then select **Submit** to save the changes.

# Completing a Landing Transaction Correction Form

OMB Control No. 0648-0531 Exp. Date 11/30/2014

## LANDING TRANSACTION CORRECTION REQUEST

**Instructions:** Please complete this form if you have a landing transaction that should be corrected. **This form must be completed and signed by the IFQ dealer and the IFQ Fisherman within 15 days of the original transaction.** By completing and signing this form, both the IFQ dealer and fisherman acknowledge the information below is accurate. Please mail this form to National Marine Fisheries Service, Sustainable Fisheries Division, 263 13th Avenue South, St. Petersburg, Florida 33701-5505. Any other corrections to landing transactions should be reported via the IFQ Customer Service phone line at 1-866-425-7627.

Approval Code from Transaction to be Corrected: <b>DL-</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>		Date of Transaction to be Corrected: _____	
IFQ Dealer: _____ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	IFQ Fisher: _____		
Species _____ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	Incorrect Pounds: _____	Correct Pounds: _____ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>	Incorrect Price: \$ _____ Correct Price: \$ _____
Species _____	Incorrect Pounds: _____	Correct Pounds: _____	Incorrect Price: \$ _____ Correct Price: \$ _____
Species _____	Incorrect Pounds: _____	Correct Pounds: _____	Incorrect Price: \$ _____ Correct Price: \$ _____
Other Correction (please describe): _____			
Reason for the Landing Transaction Correction (e.g. duplicate entry, wrong amount of pounds, etc): _____			

I, (Dealer) \_\_\_\_\_, hereby declare under penalty of perjury that the foregoing information is true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621; 18 U.S.C. § 1001).

Signature of IFQ Dealer: \_\_\_\_\_ Date: \_\_\_\_\_

I, (Fisher) \_\_\_\_\_, hereby declare under penalty of perjury that the foregoing information is true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621; 18 U.S.C. § 1001).

Signature of IFQ Fisher: \_\_\_\_\_ Date: \_\_\_\_\_

Under the provisions of the Paperwork Reduction Act of 1995 (PL 104-13) and the Privacy Act of 1974 (PL 93-579), you are advised that disclosure of the requested information is mandatory for the purpose of managing the Gulf of Mexico Reef Fish fishery. The requested information is used to ensure proper compliance with Gulf reef fish IFQ programs. Confidentiality of the information provided will be treated in accordance with NOAA Administrative Order 216-100. The public reporting burden for this collection of information is estimated to be 5 minutes. The estimate of public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Written comments regarding the burden-hour estimate or other aspects of the collection-of-information requirements, or suggestions for reducing this burden, should be sent to PRA Officer, NMFS, Southeast Regional Office, 263 13<sup>th</sup> Avenue South, St. Petersburg, FL 33701-5505.

Rev. 12/13/13

A dealer may initiate a Landing Transaction Correction by selecting **Landings** then **Landing Transaction Correction**.


Fill out all fields that apply. Required fields include:

1. Landing transaction approval code (DL#) and date of the transaction to be corrected.
2. Dealer Name and IFQ Shareholder Name.
3. Species that is being corrected.
4. Incorrect and correct data for pounds and/or price.
5. Both the dealer and fisher must sign and date the form.

The form must be mailed to NMFS at the address provided and received within 15 days of the original transaction.

## View/Pay Cost Recovery Fee

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View Cost Recovery

View Cost Recovery

Click to Pay Cost Recovery

You have no Cost Recovery Fees due at this time.

**Summary of Cost Recovery Fees by Quarter** (Select a line to view detail below)
 

Year	Quarter	CRF Fees	CRF Paid	CRF Pending	Owed	Adjusted	Due Date	Date Paid
2014	1			0.00		0.00	04/01/2014	
2013	4			0.00		0.00	01/01/2014	
2013	3			0.00		0.00	10/01/2013	
2013	2			0.00		0.00	07/01/2013	

**Landings Summary of Selected Quarter (above)**

Print PDF

Year	Quarter	Date	Conf. Number	Vessel Account	Vessel	Total Price	Total CRF

On the menu bar, select **Cost Recovery** then select **View Cost Recovery**

This page displays a summary of cost recovery fees collected by quarter. To pay the cost recovery fee, select **Click to Pay Cost Recovery**; the steps are very similar to making online purchases. Cost recovery fees will become available to pay the first day after the end of each calendar quarter. Dealers have 30 days to pay cost recovery fees. If dealers have an email address entered under the “Update Account” function, they will receive an email reminder the first day that cost recovery fees are available to be submitted.